

Position Summary

For an assigned geographic area of the state, this position spends a majority of its time investigating complaints and inspecting animal facilities, records and equipment for compliance with animal health laws, rules, and regulations. Through routine inspection activities, the position will educate owners, dealers, etc. and seek voluntary compliance with animal health rules. As part of the education and compliance process, the incumbent will assist people with obtaining a license. Where necessary, the position will issue and document verbal and written warnings as well as make recommendations for written warnings or prosecution of animal health rule violations. The position may issue quarantines, refer cases for further compliance actions, assist with disease investigation/testing/sampling/epidemiology and track animal movement. When serious or repeated animal health law violations are identified, the position will develop a case investigation for senior-level staff. This fundamental investigative work includes: taking complainant/witness statements, gathering evidence (e.g., copies of licenses, animal movement records, sale barn receipts, etc.) and ensuring the appropriate chain of custody, and preparing a preliminary case report. The case report is submitted to senior-level staff or the unit supervisor for review, further investigation, and prosecution when appropriate. Positions may assist senior-level staff with interstate commerce or complex compliance matters relating to animal health laws. This position operates under close progressing to general supervision. After completing training and an additional six months in the position, the candidate may be eligible to move into the Animal Health Inspector – Objective classification.

Goals and Worker Activities

- 65% Goal A: Responsible for conducting field inspection activities for a variety of animal facilities, fish farms, etc., and distributing regulatory requirement information to ensure compliance with state or federal animal health laws, rules, and regulations.**
- A.1 On a routine basis, or as a follow-up of corrective actions or complaints, inspect a variety of facilities (e.g., markets, dealers, truckers, feedlots, fish/deer farms, etc.), records, and equipment to assess compliance with animal health laws.
 - A.2 Research newspaper ads and online postings, monitor truck movements, review sales or market records, and receive information from producers which may necessitate an initial investigation or inspection of facilities or operations.
 - A.3 During fish/deer farm inspections, verify operations with registration (e.g., facility type, species of fish, etc.) and ensure compliance with health certifications and import requirements.
 - A.4 Complete interviews, take statements from principals involved with an animal health inspection process, and collect & preserve physical evidence to assist in determining if a violation has occurred.
 - A.5 Document all inspection findings and prepare an inspection/investigation case report according to agency guidelines. Submit to senior-level investigators or the supervisor for review and further direction.
 - A.6 Foster voluntary compliance with animal health rules. This may include assisting persons with obtaining appropriate licenses, registrations, etc.
 - A.7 Provide information on health certification and import permit requirements where necessary.

- A.8 When violations are identified, and based on facts or evidence, issue verbal and written warnings as appropriate. Document and report actions to the supervisor.
- A.9 Prepare an investigative case reports to summarize inspection results and submit to other investigator staff or the supervisor for review and further action.
- A.10 Perform follow-up inspection and compliance activities as directed (e.g., collect civil forfeiture payments made out to the clerk of courts, issue hold-orders, issue warnings, etc.).

15% Goal B: Conduct preliminary field investigations of animal health violations (e.g., illegal import of animals, animal movement, licensing, etc.), seeking voluntary compliance from owners or business representatives, and prepare case reports.

- B.1 Based upon complaint information, records research activities, or assigned case work from the supervisor, identify those complaints which have supporting evidence to warrant further investigation. Prioritize caseload with the supervisor.
- B.2 As cases are assigned as part of DATCP's regulatory authority, develop a case plan for initiating investigation activities: identify applicable laws, list contacts to be made, evidence to obtain, etc.
- B.3 Interview principals involved in alleged violations (e.g., truckers, dealers, farmers, etc.), obtaining witness statements to document fact or evaluate validity of allegations.
- B.4 Collect, examine, and preserve evidence and documentation obtained through the preliminary investigation (e.g., business records, photographs, samples, etc.) Document all inspection activities and ensure the proper chain of custody for evidence is maintained.
- B.5 Assess if licenses or permits are required. Consult with persons under preliminary investigation and ensure compliance with state laws or licensing requirements as appropriate and where possible.
- B.6 Educate people on state laws or licensing requirements and assist them in obtaining the needed documents to come into compliance with animal health program regulations.
- B.7 If voluntary compliance cannot be obtained or violations are determined to be serious, prepare a case report of preliminary investigation findings.
- B.8 Report results of initial investigation findings to the supervisor according to prescribed guidelines. This includes a compliance action recommendation.
- B.9 As case reports are assigned to senior-level staff assist in further investigation activities: follow-up on corrective actions, appear as a witness in court cases, issue quarantines, issue permits for movement of quarantined animals, etc. Update staff on the status of assignments.
- B.10 Take enforcement action as appropriate pursuant to agency and division guidelines. Including but not limited to issuing quarantines, notices of non-compliance, warning notices and removal orders.

10 % Goal C: Assist with the inspection, registration and/or licensing of allied industries (e.g., animal dealers/markets, farmed deer, fish farms, poultry hatcheries, etc.) to insure compliance with the laws and administrative codes regulating them.

- C.1 Inspect facilities, equipment, and vehicles for proper registration and licensing (e.g., animal dealers, deer farms, fish farms, etc.). Make recommendations to the Chief of Compliance.
- C.2 Interview facility officials regarding past violations and/or present movement of animals.
- C.3 Review procedures for the burial of animals and proper disposition of dead or diseased animals.
- C.4 Review certificates of veterinary inspection, VS 1-27, EIA forms and intrastate and interstate movement certificates and permits required for the movement of animals.
- C.5 Discuss any violations including corrective measures necessary in all activities involving animal movement and quarantine in an effort to achieve voluntary compliance. If voluntary compliance cannot be obtained, submit reports for initiating progressive enforcement action. Detain animals not in compliance.
- C.6 Release animals under quarantine order when acceptable conditions are met.
- C.7 Assist peace officers, having the powers of police officers and constables, when working with humane societies and duly appointed humane officers to investigate alleged instances of animal abuse.
- C.8 Create detailed summaries and analyses of case file materials on personal computer for submission to the unit supervisor for use in more formal proceedings or actions.

5% Goal D: Provision of assistance to veterinarians and other agency staff as directed.

- D.1 Provide assistance and execute duties as assigned during animal disease incidents under the supervision of or as part of an incident management team.
- D.2 Assist district veterinarians in the investigation of disease problems and animal testing.
- D.3 Restrain animals for testing, identification, branding, etc. Collect samples as required.
- D.4 Trace animal movements through records and other sources of information to establish epidemiological evidence of possible disease transmittal.
- D.5 Provide back-up and support to other staff as required.

5% Goal E: Performance of other assigned field compliance and educational duties.

- E.1 Assist persons in obtaining appropriate licenses as well as instruct licensees on proper application of individual animal identification.
- E.2 Educate animal truckers, dealers, and market workers on a variety of animal health regulations and issues.
- E.3 Perform other duties of a like or similar nature as assigned.

Knowledge and Skills Required:

1. Extensive knowledge of Wisconsin and USDA animal health laws, rules, and regulations.
2. Knowledge and experience in agriculture and/or animal production practices.
3. Basic knowledge of animal diseases.
4. Basic knowledge of investigative methods and research techniques.
5. Knowledge of effective interviewing techniques.
6. Knowledge of evidence/sample collection and preservation.
7. Knowledge of report writing techniques and case preparation.
8. Ability to communicate effectively orally and in writing.
9. Knowledge of animal restraint techniques.
10. Knowledge of animal registration and licensing requirements.

Special Requirements: 1) Extensive travel is required, including occasional overnight work; 2) Valid Wisconsin's Driver's license. Note: This position may also necessitate some physical strength to assist in restraining animals.